

Notice No.: 95-005

Date: April 28, 1995

Applies to: All employers

Subject: Implementation of new transmittal reporting procedures

Transmittal Reporting Changes

Over the coming months, the Department of Retirement Systems (DRS) will be implementing enhancements to its system for collecting transmittal data. DRS has designed more flexible reporting options and improved the edit reports provided to employers. The new system also improves the accuracy of member and employer data maintained by DRS. This Notice gives an overview of the changes. The enclosed booklet, *Transmittal Reporting Changes*, offers help on the procedural changes you may need to make.

Implementation Date

The changes described in this notice will begin with your May 1995 transmittal reports, due to DRS by June 15, 1995.

Employer Contributions Must Be Reported

All employers must begin reporting the amount of employer contributions with each detailed transmittal transaction beginning with the May 1995 transmittal reports, due to DRS by June 15, 1995.

Employers who report on a paper report will receive a redesigned prelist for their May reporting. This prelist will include fields for reporting employer contributions. If you report by prelist, a booklet describing the new report and how to use it will be sent with your May prelist.

Employers who report by electronic methods were provided information with DRS Notice 94-013 about including a field in their transmittal report for employer contributions. If you have questions about reporting employer contributions by electronic methods, contact the DRS Employer Relations Unit at (360) 753-8696.

How Does DRS Respond to Errors ?

DRS is changing the way it responds to erroneous transmittal transactions. The changes are designed to increase the accuracy of the data DRS accepts and to streamline processing of your transmittal.

The most significant change is that erroneous transactions will be rejected and identified for employers to analyze and correct unless the DRS system can make an automated correction. This approach limits situations where transmittal processing is stopped while DRS manually investigates and corrects reporting errors. Because rejected transactions are not processed through the system and are not added to the member account or billed to the employer account, DRS is not storing questionable data that you may later need to verify.

Because streamlining the transmittal process limits the time DRS spends manually investigating errors, at this time deficiency charges will not be applied to rejected transactions. Further information about how DRS responds to errors is included in the booklet that accompanies this Notice.

DRS Will Send Redesigned Edit Reports

The edit reports have been redesigned. The new system uses a single report to consolidate information which once may have been located on five separate edit reports. New information about member and employer contributions has been added to the edit report to assist you in reconciling your transmittal report to your Accounts Receivable statement. The new edit reports are described in the booklet that accompanies this Notice. (If your transmittal information is error-free, you will not receive edit reports.)

You Can Submit Correction Reports

A process for submitting transmittal correction reports has been included in the new system. This will allow you to submit corrections at any time during the month, without having to wait for your next regular report. This gives you greater flexibility to correct errors quickly, to respond promptly to rejected transactions, or to separate members who have terminated employment.

You can submit corrections using electronic reporting methods. A paper form is also available for correction reporting. You can use this form, or one of the electronic methods, to submit correcting transactions regardless of the method you use to submit your regular transmittal report. Procedures for correction reporting are given in the booklet that accompanies this Notice.

A copy of the correction report form is enclosed. Use photocopies of the enclosed form for correction reporting. If you need new originals of the form, call DRS Office Support at (360) 753-0348.

DRS Provides Options for Electronic Reporting

The new DRS transmittal system also provides for a number of electronic reporting options. These options are described in DRS Notice 95-003. Please refer to that notice, then call the DRS Employer Relations Unit at the number below if you would like more information about the new reporting options.

Questions?

If you have questions regarding the information in this Notice, please contact the DRS Employer Relations Unit at (360) 753-8696.

Jon Torgerson
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1995 DRS Notices

For a copy of a Notice, call the DRS Technical Writing Unit at (360) 586-4515.

Notice No.	Applies to/ Subject matter
95-001	PERS, LEOFF, WSPRS, and JRS employers Sequencing of members' annual statements
95-002	PERS, LEOFF, WSPRS, and JRS employers Members' annual statements
95-003	All employers Opportunities to enhance transmittal reporting
95-004	Higher education employers Service credit statements for PERS members
95-005	All employers Implementation of new transmittal reporting procedures